



**TOWN OF WILTON
WILTON WATER WORKS MEETING
DRAFT MINUTES**

DATE: February 26, 2015
TIME: 6:30 P.M.
PLACE: Wilton Town Hall Courtroom

PRESENT: Tom Schultz Commissioner and Chairman, Steve Elliot Commissioner, William Condra Commissioner, Mike Bergeron Superintendent, Sorrell Downing Secretary filling in for Joanna Eckstrom Secretary (absent), Mr. McGettigan and Mr. Edelblut.

REGULAR MEETING

Chairman Schultz opened the session to order at 6:32 PM.

Public Input/Comment:

Mr. McGettigan made an appointment with Mr. Bergeron and they, together, reviewed the work at the pump house. Mr. McGettigan praised Mr. Bergeron and the Commissioners for their work well done. Mr. McGettigan stated that a lot has been invested and it looks nice and it was nice to see the goals of updating the infrastructure being met.

Mr. Edelblut introduced himself as a candidate for re-election as Commissioner. He stated he would like to continue work on the Capital Improvement plan he worked so diligently to secure grants for. Mr. Edelblut would also like to work with the Town Clerk and Selectman's Office to produce financial reporting on a regular basis. He is the State Representative for Hillsborough County District #38. He is a member of the NH State Economic Development Committee, The Pension Committee. Mr. Edelblut expressed his belief that to serve the public well, he needs to stay connected locally. Mr. Edelblut shared business cards, asked for his endorsement and thanked the Wilton Water Works Board. Mr. Edelblut departed at 6:45 PM.

Review of Minutes:

Minutes from January 29, 2015 were reviewed. Correction p. 1, line 35 should state "communities." Correction p. 4, line 34 "stated that" and "Is considering a rate increase."

A MOTION was made by Mr. Condra and SECONDED by Mr. Elliot to approve the Minutes for 12-18-14.

Voting: 3 ayes; motion carried unanimously.

A/R and A/P Discussion:

The most recent report of A/R and A/P was circulated prior to the meeting on 2/26/15. Mr. Elliott said he would prefer the reports were more traditional and revealed the details with the whole. The reports circulated are more detail but without the line item value so the report not useful. Mr. Elliot is concerned that the income numbers are inconsistent.

Mr. Schultz departed to seek answers from Ms. Farrell. The board is seeking actual numbers for income, as various offices seem to have different numbers.

It was confirmed that the State has processed payment to the Wilton Water Works on 11/25/14 for \$20,000 (approximate number). Although the Town of Wilton notified the State of NH regarding a change in the bank account, the State still deposited the check of \$20,000 into the incorrect account (Peoples United). This \$20,000 (approximate number) should have been applied to 2014 income for the Wilton Water Works. This amount will reduce the 2014 deficit.

Mr. Elliot asked if the King job was billed and paid. Mr. Schultz confirmed it was paid 2/15/15 but should have been billed in 2014. Mr. Schultz was unaware if it had been paid or not.

The 2013 and 2014 expenditures for the Wilton Water Works appear to have exceeded the commitments. However, these numbers are confusing as 2011 ran a surplus. It was later concluded this was due to the many abatements done by Roger Tremblay. It was proposed that in 2011 there were five bills sent (instead of four) as well.

Mr. Schultz expressed concern that the Wilton Waters Works was not alerted to the fact that the expenses had exceeded income. Mr. Elliot stated the Wilton Water Works was on track to repeat this deficiency in 2015.

Mr. Schultz discussed the possible use of the Capital Reserve Funds to restore the balance on the Wilton Water Works books. According to the Trustee of Trust Funds, all Capital Reserve Funds for the Wilton Water Works equal \$763,106.88, of which \$638,169.75 is dedicated to the acquisition of the Quinn Brothers Lot. \$26,000 has been withdrawn for the repairs to the Everett Well.

Mr. Elliott asked the town accountant for financial reporting for the Wilton Water Works and was advised to get an audit of the town treasurer. Mr. Condra stated this should

1 have been discussed prior to paying for an audit. Mr. Elliott assured Mr. Condra the
2 accountant will not charge for the audit. It should be noted, the town treasurer is a
3 proponent for the town taking of the Wilton Water Works. Mr. Condra and Mr. Schultz
4 are happy to have the audit although upset how Wilton Water Works obtained it.

5
6 Mr. Schultz is concerned the Board is seen as “spendthrifts” when there is a deficit he did
7 not know about until there was nothing he could do to remedy it (i.e.; draw on capital
8 reserves). Mr. Schultz stated he never called for a rate increase in his service to the
9 Wilton Water Works. The future board (Mr. Schultz final meeting as Commissioner to
10 the Wilton Water Works is tonight, 2/26/15), will need to make a decision to increase
11 rates or “cannibalize” the Capital Reserve Fund, or a combination of both, in the future.

12
13 Ms. Farrell confirmed Pine Valley Mill has been receiving 57 bills and has been regularly
14 billing since Q2 of 2014. The total amount billed for these new units is \$1856 x 4/year.
15 Ms. Farrell did not have a record at the time of meeting as to what has been paid from the
16 Pine Valley Mill apartments and businesses.

17
18 It was concluded from the various reporting that the ballpark figure of \$209,000 was
19 annual average of income. Mr. Elliot questioned how much money is “needed” each
20 year. Mr. Bergeron says the Rural Water and the State of NH concerned the Wilton
21 Water Works raters are “artificially low.” Mr. Condra stated this is misleading. There
22 has not been a “driving need” to raise the Wilton Water works rates and that the rates are
23 comfortable for the rate payers. Mr. Condra stated the Wilton Water Works operates
24 within its means.

25
26 Mr. Elliot voiced his thought that the rates will increase after the Asset Management by
27 Weston & Sampson is complete. Mr. Condra expressed that the discussion about a rate
28 increase needs to continue as more information is obtained.

29 30 **Follow Up McClure/Weston &Sampson:**

31
32 Mr. Bergeron has been working with Mr. McClure to provide more data for the report
33 that Weston & Sampson is preparing. Mr. Bergeron has entered in more data into the
34 mapping system but the snow cover on the ground has made it more difficult. Mr.
35 Bergeron satisfied with work of Weston & Sampson so far.

36 37 38 **Superintendents Report**

39 40 **Generator**

- 41 ○ Mr. Bergeron set up maintenance agreement with approved vendor,
42 Powers. Mr. Elliot asked if the annual maintenance (1x/year) could
43 correspond to other town maintenance, but Mr. Bergeron sated, the
44 generator would not need to be services until summer and other town
45 equipment coming up for service now. To date, the generator has not been

1 used. Mr. Schultz stated, “better to have and not need, than to not have
2 and need.”

3
4 Water Main Break

- 5 ○ On 2/18/15 the water main at #6 Livermore broke due to stripped
6 threading where the adapter bushing replaced old lead goosenecks (years
7 ago). The threads of the bushings were bear and the pipe ruptured. Mr.
8 Bergeron was required to rebuild the section of the line. Larry was
9 enlisted to dig a 5’ trench. When completed Mr. Bergeron tested for leaks
10 (none appeared) and the water was turned back on at #6 Livermore.

11
12 Frozen Pipe

- 13 ○ On 2/26/15 Mr. Jenson’s house at Seagroves Street had a frozen pipe
14 between the curb stop and the main. This is the only service affected on
15 the street. The Town of Wilton steamer was not working. Work in the
16 dark was difficult and will be continued the following day, 02/27/15. Mr.
17 Condra will follow up with the customers regarding their comfort. For the
18 evening of 02/26/15 the family was able to use water at Hampshire Hills
19 health club.

20
21 Mag Meter Installation

- 22 ○ Mr. Bergeron will continue work with Larry on the installation of the mag
23 meter at Abbot well.

24
25 Overtime

- 26 ○ Mr. Bergeron required to submit overtime on a separate new account as
27 explained to him by Ms. Atwood.

28
29 Vehicle

- 30 ○ The Wilton Water Works truck seems to be operating fine. It is due to be
31 inspected in March. Mr. Bergeron will check to see if registration is due
32 in 2015 or 2016.

33
34 **Other Business**

35
36 Wilton Hydrants

37 Mr. Schultz addressed the bill representing the use of the Town of Wilton backhoe for the
38 snow removal of the hydrants. This bill amounted to \$640. The Town of Wilton
39 Selectmen and the Wilton Water Works need to come to an agreement regarding the
40 maintenance of these hydrants. The Wilton Water Works does not have the equipment to
41 maintain the hydrants. If the town would like the Wilton Water Works to be responsible
42 for snow removal, this will need to be added back into the rental costs charged to the
43 town for the hydrants.

44
45 Milford Hydrants

1 The question of whose responsibility is it to remove snow in front of the hydrants at Pine
2 Valley in Milford was posed by Mr. Schultz. They are technically Wilton hydrants (on
3 Wilton water main) but Wilton Water Works does not have the ability to remove snow
4 from the hydrants. Milford has been maintaining them and Wilton will likely see a bill
5 for their snow removal.

6
7 **A public service warning should be released encouraging all homeowners and**
8 **occupants to remove the snow surrounding a fire hydrant (if able) in the event of a**
9 **snow storm as a service to the community. This is a life safety issue.**

10
11 Plowing

12 Mr. Carter submitted a bill to plow the pump station for the months of November,
13 December and January. This amount was \$385. The bill for February is anticipated to be
14 high due to the large amounts of snow.

15
16 Update 2002-2012 Minutes

17
18 Ms. Eckstrom was unable to attend the meeting today so this item has been tabled until
19 the next meeting as this was put on the agenda by her.

20
21 The next meeting for the Wilton Water Works will be March 26, 6:30 PM in the Wilton
22 Town Offices, Courtroom.

23
24 *A MOTION was made by Mr. Condra and SECONDED by Mr. Elliott to adjourn the*
25 *meeting at 7:46 PM.*

26
27 *Voting: 3 ayes; motion carried unanimously.*

28
29
30 Respectfully Submitted,
31 Sorrell Downing
32 Secretary for Joanna Eckstrom